

**A. Outline of activity or task to be assessed: Phased return to school following COVID 19 closure**

Directorate: Kinnerley CE Primary School

Workplace/Team – Zone: Snowy Owls YR 2/3

Date of Assessment: 24.2.21

Date for Re-assessment

Name of Assessors: Mrs Elizabeth Madin

Signature:

Manager/Headteacher: Ms Marilyn Hunt

Signature:

**Hazard** is something with the **potential** to cause **harm**. **Risk** is the **likelihood** of someone being hurt multiplied by the **severity** of the occurrence.

**Level of risk = likelihood x severity**

**B. Risk Matrix – This section is used for guidance to complete section C.**

**5 x 5 RISK ASSESSMENT MATRIX**

Increasing consequence or severity ↑	5	5 low	10 med	15 med	20 high	25 high
	4	4 very low	8 low	12 med	16 med	20 high
	3	3 very low	6 low	9 low	12 med	15 med
	2	2 very low	4 very low	6 low	8 low	10 med
	1	1 very low	2 very low	3 very low	4 very low	5 low
		1	2	3	4	5

Increasing likelihood or probability →

**PRIORITY OF ACTION**

**High 17 - 25** Unacceptable – Stop work or activity until immediate improvements can be made.

**Medium 10 – 16** Tolerable but need to improve within a reasonable timescale, e.g., 1-3 months depending on the situation.

**Low 5 - 9** Adequate but look to improve by next review.

**Very Low 1 – 4** Residual risk acceptable and no further action will be required all the time the control measures are maintained.

Score	Likelihood / Probability	Description
5	Very likely / Almost certain	Event is expected to occur in most circumstances
4	Likely	Event will probably occur in most circumstances
3	Fairly likely / Possible	Event could occur at some time
2	Unlikely	Event is not likely to occur in normal circumstances
1	Very unlikely	Event may occur only in exceptional circumstances

Score	Consequence/Severity	Description
5	Catastrophic / Severe / Fatality	Death or permanent disability to one or more persons
4	Major injury / ill health	Hospital admission required, eg, broken arm or leg
3	Moderate (over 7-day injury)	Medical treatment required, over 7-day injury
2	Minor injury / ill health	First aid is required
1	Insignificant / no injury	Injuries not requiring first aid treatment

C. Use information from section B to identify level of risk for each hazard

HAZARD		Who's Affected	Existing Controls	Risk Level Low/Med/High	What else is required	Risk Level Low/Med/High	Action									
							Who	When								
1	Risk of transmission of virus between parents/families	All	<p>Children enter and leave in an extended 10 minute period from different entrance/exit points. Staff waiting at gate. Encourage social distancing whilst queuing to drop off.</p> <table border="1"> <thead> <tr> <th>Arrival 8.45-8.55</th> <th>Departure 3.15-3.25</th> </tr> </thead> <tbody> <tr> <td>Barn Owls</td> <td>Large car park gates &amp; in through hall</td> </tr> <tr> <td>Snowys</td> <td>Pedestrian car park gates &amp; in through external classroom door</td> </tr> <tr> <td>LEOs</td> <td>Playground gate &amp; in through external classroom door</td> </tr> </tbody> </table> <p><b>Pupils to be released in order of parent at gate where possible.</b></p>	Arrival 8.45-8.55	Departure 3.15-3.25	Barn Owls	Large car park gates & in through hall	Snowys	Pedestrian car park gates & in through external classroom door	LEOs	Playground gate & in through external classroom door	Med	Markers on fence 2 ms apart	Med	Member of SLT available at gate.  Class teachers at gate to greet and direct children to designated area.	
Arrival 8.45-8.55	Departure 3.15-3.25															
Barn Owls	Large car park gates & in through hall															
Snowys	Pedestrian car park gates & in through external classroom door															
LEOs	Playground gate & in through external classroom door															
2	Risk of transmission of virus between parents/parents & staff	Parents/staff in contact with parents/pupils on the gate	Parents and staff on the gates advised to wear face coverings during drop off and pick up	med	Face coverings available to staff. Memo to go to parents		MH	WB 2.11.20								
3	Risk of transmission from objects from home/ bags. coats.	All	<p>Pupils to to bring <b>one</b> bag into school to hold only necessary belongings ie reading books that need changing, water bottle, additional jumper, lunch box. No unnecessary belongings to be brought into school eg watches, wrist bands etc Children's belongings to be kept separately. Water bottles to be</p>	med	<p>Memo to go to parents Children/ parents encouraged to not bring things from home, e.g. soft toys.</p>		MH  Class based staff	WB 2.11.20								

			kept in small sets and not stored altogether.					
4	Risk of discomfort due to increased ventilation		Due to increased ventilation of the classrooms additional sensible jumper/fleece/body warmer to be sent in with/worn by pupils.	med	Memo to go to parents		MH	WB 2.11.20
5	Risk of transmission of virus from person to person	Children + staff	Children/staff will be arranged in class 'bubbles' thus keeping contact to as few people as possible	med	Where staff need to change 'bubbles' for practical or educational purposes, extra caution will be taken.			
6	Risk of transmission of virus from children touching resources/ other children	Children + staff	<p>Children and staff are encouraged to wash hands regularly throughout the day, on entering and leaving, before and after eating, after sneezing, before and after playtime.</p> <p>Children are encouraged not to touch each other and spread out as much as possible.</p>	med	<p>Staff to clean/ disinfect toys at the end of each day with a disinfectant solution and left to dry overnight.</p> <p>Hard surfaces including door handles to be wiped throughout day, at least 4 times.</p> <p>Outdoor equipment to be wiped regularly.</p> <p>Removal of resources that are hard to clean/ disinfect, soft toys, playdough (unless individual) etc and general reduction in the number of resources available.</p> <p>Limit the number of children using resources ensuring children are well spaced out.</p>	<b>low</b>	<p>EM to reduce additional resources</p> <p>Class based staff</p>	wb 25th May in preparation
7	Risk of contamination when hand washing and when going to the toilet/ through poor hygiene	Children + staff	<p>Remind children of how to wash hands effectively and use techniques which reduce the amount of touching of taps / soap dispenser. Pupils to use 2 toilets in entrance hall.</p> <p>Hand washing 'train' if necessary (apply soap to waiting children)</p>	med	<p>Use of bin liners in bins.</p> <p>Sinks/ toilet areas to be cleaned throughout the day to minimise risk of cross contamination</p>	<b>low</b>	All staff	

			One way system around the table to the sink.					
8	Risk of infection when providing first aid.	Children + staff	Staff to use aprons and gloves provided and to wipe down area with antibacterial wipes and follow normal routines.	med	Ensure good supply of antibacterial wipes and PPE. Staff to use gloves for first aid / administering medicine.	<b>med</b>	Class based staff	
9	Risk of infection when moving around school for first aid treatment		First aid kits to be provided in each zone and where possible first aiders within the zone to treat.	Med	Organise fully equipped first aid kits	<b>med</b>	Class based staff	
10	Risk of transmission through close contact	All	Rearrange classrooms so tables are placed individually and spread at a distance around the classroom with pupils, maximum 2 to a table, facing forward where possible. Adults to maintain a distance of 2m wherever possible.	Med	Tables/areas to be rearranged	<b>med</b>	Class based staff	
11	Risk of transmission on teaching resources.	Children + staff	Make sets of resources for each child where appropriate, whiteboard, pen, crayons etc to be kept in plastic wallet for that child's use. Some individual play equipment eg play doh (named) supplied. Child to use same table space.		Remind children to use their own equipment. Removal of 'self serve' equipment to encourage children to use their own supply.	<b>med</b>	Class based staff	
12	Risk of transmission through changing of reading books	Children + staff	We will send reading books home with the following measures: - When reading books are returned place them into a closed plastic box for 72 hours before they are returned to book stock. - Staff to wash hands/ use gloves before selecting new books for each child's reading file. - Staff to wipe down table and wash hands between children. - Staff to avoid contact with books/ reading diary/ reading bags. Communicate to parents that we will hear children read but will not be recording this in child's reading diary book.	Med	EM to place boxes for class to place returned books into.	<b>med</b>	Class based staff	

			(Alternatively use smartboard, ebooks, ipads.)					
13	Risk of transmission by marking of work /books	All	No books are to be taken home by staff to be marked. Feedback is to be provided on English and Maths tasks daily. Use of pupil self-marking where applicable. Other curriculum books as appropriate.		Hands to be washed/sanitised before and after handling pupil books/worksheets/equipment . Use alternative ways of providing pupils with feedback about work other than written in pupil books in order to reduce handling of books.	<b>med</b>	Class based staff	
14	Risk of transmission through homework		Online platform Seesaw to be used for the setting of homework.		Parents to be provided with the information and support necessary to facilitate this	<b>med</b>	EM/JT	
15	Risk of transmission from objects from home/ bags. coats.		Children's belongings to be kept separately. Water bottles to be kept in small sets and not stored altogether.		Children/ parents encouraged to not bring things from home, e.g. soft toys.	<b>med</b>	Class based staff	
16	Risk of transmission from large gatherings	Children + staff	No whole school gatherings for any reason eg worship etc Alternative class plans to be made		alternative worship rota to be produced by EM	<b>med</b>	Class based staff	
17	Risk of transmission through PE equipment/ use of shared spaces	All	Outside spaces to be used wherever possible. If the hall is used then areas utilised need to be thoroughly cleaned. Shared equipment to be cleaned		Outdoor/Hall timetable to be produced by EM	<b>low</b>	Class based staff	
18	Risk of transmission through getting changed for PE	All	General uniform requirements will be back to normal. On PE days however children are to wear PE kit to school with trainers. If wearing laces, pupils MUST be able to tie them themselves.			<b>low</b>		
19	Risk of transmission through clothes	All	Clean uniform to be encouraged everyday facilitated by holding PE lessons on Tues/Thurs with pupils wearing PE kit thus enabling parents to wash uniform.	low	Parents to be informed via letter			

20	Risk of transmission through air droplets/ lack of adequate ventilation	All	External windows/doors open as much as possible through the day. Make use of outdoor areas as much as possible. Ensure main gates are locked during day. Peg open doors as much as possible to avoid contact with door handles. Lessons outside/extended breaktimes to aid regeneration of air in classrooms.	low		<b>low</b>	Class based staff	
21	Risk of transmission through singing	All	No singing inside. If singing takes place it must be outside and with individuals spaced apart.	medium		<b>low</b>	All staff	
22	Risk of transmission when moving from one zone to another	All	Encourage children to move one at a time – no lining up the usual way. Explain the distancing rule.	low		<b>low</b>	Class based staff	
23	Possible transmission from a child / adult displaying symptoms	All	Infected person to be moved to isolation area near office. Parents to be contacted to collect and take siblings at the same time. They must contact 111 and be tested. If anyone else displays symptoms, they are entitled to a test and they should isolate for 7 – 14 days (see guidelines for further details). We will take children's temperature if we are concerned or suspicious that they may have a fever.. PPE to be used by staff who is accompanying the child to the office. If child tests positive then all in that group self isolate for 14 days.	High	Ensure adequate supply of PPE for staff who accompany ill child	<b>med</b>	Class based staff	
24	Risk of transmission during snack/lunch time	All	Children cannot share any food. Where possible eat outside. If eating inside, tables will be wiped before and after eating. Children will sit in their assigned seats. Children will be asked to put all their containers etc. back in the lunch boxes and put away as soon	Low	Regular reminders & monitoring from staff.	<b>Low</b>	Class based staff	

			as they have finished. They must wash hands before and after eating.					
25	Risk of transmission through coughs and sneezes.	All	We must adhere to and encourage the 'catch it, bin it, kill it' rule and use nappy sacs to put tissues in before placing in the bin. Tissues in every classroom.	Med	Regular reminders & monitoring from staff.  Purchase of nappy sacs.	<b>Low</b>	Class based staff	
26	Risk of transmission through too many children on break at the same time and shared playtime equipment	All	Stagger break times and use of outdoor areas across groups to reduce numbers/ keep class 'bubbles' of pupils separate. Y2/3 to use playground area. If wishing to use the running track for Daily Mile to coordinate with other staff. No overtaking to maintain distancing. Boxes of playtime equipment to be produced for each group.		Prepare playtime boxes for each group EM to produce timetable Staff to follow playtime timetable & to communicate daily/share plans for outdoor use in teaching activities.	<b>med</b>	Class based staff	
27	Risk of transmission through cross 'bubble' use of ICT equipment	All	Use of equipment (ipads/laptops/desktops etc) to be timetabled. Once used to thoroughly cleaned with disinfectant afterwards.	Medium	Staff to clean/ disinfect any equipment used at the end of each session.	<b>med</b>	Class based staff	
28	Risk of transmission of virus/contamination through use of photocopier/paper trimmer	Staff	All staff to use an anti-bac wipe before and after touching programming display.	LMed	Staff to clean/ disinfect display screen	<b>Low</b>	All staff	
29	Risk of transmission between staff from sharing communal areas in staffroom/kitchen	Staff	Staggered breaks/lunchtimes. Limited numbers to use staff room at one time – 3 in seated area, 2 in kitchen area. Library/PPA room Staff to wash hands/sanitise before touching fridge, taps, water boiler. Staff to wipe down these areas after use. Staff to keep own food separate in the fridge	Med	Sanitiser/ antibacterial spray to be provided in kitchen area. Rota to be organised for cleaning		All staff	
30	Risk of transmission between staff from sharing communal areas such as toilets	Staff	Staff to use toilet through new office space. Staff to sanitise hands both before and after use.	Med	Sanitiser to be provided outside toilet facility. Rota to be organised for cleaning.		All staff	

			Toilet lids to be kept shut when flushing. Toilet flush/taps to be cleaned throughout the day.					
31	Risk of transmission between staff from aerosol droplets		Staff are required to wear face coverings at all times in communal areas of school including: <ul style="list-style-type: none"> <li>• at the photocopiers</li> <li>• in the staff room when making a drink (but not when eating)</li> <li>• when speaking to the admin staff in the offices</li> <li>• in corridors when moving around school sites</li> </ul>				All staff	
32	Risk of transmission between staff and parents /carers from aerosol droplets		Staff and parents/carers are required to wear face coverings at the school gates when greeting and dismissing pupils.				Staff and parents/ carers	
33	Risk of transmission from asymptomatic staff		Staff are to test themselves twice weekly for Covid -19 using the LFT (Wednesday and Sunday 5-7) and the results reported to the HT, school administrator and gov.uk.		A separate risk assessment is available for the LFT test and a system in place for collection of kits and reporting of results	<b>Medium</b>	All staff who are willing to participate . HT to relay results and implement any necessary action	

The effectiveness of this Risk Assessment will be monitored continuously by SLT. Staff are encouraged to speak to members of SLT **immediately** if they have concerns about any aspect of the risk assessment, its implementation and impact, or any omissions.

If more hazards are identified please add more boxes

**D. Safe Systems of Work to be outlined below by using the information in Section C once completed:**

-



